

**S-E-C-R-E-T**  
**Security Information**

**MEMORANDUM FOR: All Headquarters Personnel**

**6 March 1953**

**FROM : Chief, Contact Division**

**SUBJECT : Headquarters Handling of Correspondence**

1. Attached is a new Headquarters' procedure for the processing of information into the Division Source Files and the Message Center Subject Files. It is designed primarily to expedite processing by the Index Branch without delaying the action of other Division Branches or Staffs.

2. This procedure affects four types of correspondence, namely: incoming memoranda [redacted] outgoing memoranda from OO/C Headquarters (this includes memoranda [redacted] and memoranda to commanders); incoming teletypes [redacted] and outgoing teletypes from OO/C Headquarters. Please note that there is no change in existing instructions pertaining to the handling of other material, such as OO-A's, OO-B's, request for requirements and miscellaneous correspondence from other offices and agencies. Also, this will not alter any special arrangements that have been made with the Index Branch and any other Branch or Staff, such as the CE arrangement with Alien Branch.

3. The most important part of the new procedure is the one that requires proper identification of all messages at their point of origin with respect to source and/or contact. The responsibility for this identification rests with the originator of each memorandum or teletype. [redacted] instructed to identify their correspondence in the same manner.

4. This procedure is effective 15 March 1953.



**Verado:smc**

**Attachment**

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MEMORANDUM FOR: All Headquarters Personnel

6 March 1953

FROM: Chief, Contact Division

SUBJECT: Headquarters Handling of Correspondence

I. Incoming memoranda from [redacted]

A. Memoranda [redacted] are received by the Message Center in an original and two carbon copies. They will be immediately checked against a [redacted] pouch receipt.

B. With the exception of personal and sensitive correspondence (which is routed unopened to the addressee, see Section 9/4/1 of Contact Division Manual), the two carbon copies will be removed from each memorandum by the Message Center and will be held aside for further processing. The original copy will be handled as follows:

1. Message Center will separate memoranda originals into two groups, (a) case, (b) non-case.

2. Case memoranda will be hand carried by Message Center directly to Index/Control where case folders will be attached and routed.

3. Non-case memoranda will be reviewed by Message Center for determination of proper routing.

4. The Headquarters' Branches or Staffs will consider the original of each memorandum to be the "action copy". When a case is involved it is the case officer's responsibility to insure that the action copy is filed in the case folder. If no case is involved the Branch or Staff may retain or make other disposition of the action copy.

C. The disposition of the carbon copies held aside by Message Center (Step I. B.) is:

1. One carbon copy will be forwarded to Index/Control via Chief, Index Branch, for processing into the Division Source Files, or, if the memorandum does not deal with a source or contact, it will be filed in the Message Center Subject File.

2. Carbon copy number two will be placed in the Division Chrono.

## II. Outgoing memoranda from OO/C Headquarters.

A. Memoranda originating in Headquarters will be prepared so that the following "required copies" are provided:

1. Original and courtesy - for addressee.
2. Blue copy - for Division Source Files or Message Center files.
3. Yellow copy - for Division Chrono.
4. White copy - for the case folder if a case is involved. (This copy is not required when correspondence does not apply to a case.)

The need for additional copies will be determined by the originator.

B. Memoranda dealing with a source or contact must contain (either in the text or directly beneath the dictator's initials) the name or "Y" number. This source identification should appear on all copies of correspondence  however, it must not appear on the original and courtesy copy of memoranda going outside of the Division unless existing regulations governing the release of source names are observed.

C. All "required copies" of each memorandum except the white (case) copy will be forwarded to the Message Center by the Headquarters Branch or Staff. The white (case) copy will be filed in the case folder by the cognizant Branch or Staff.

D. Message Center will:

1. Record and dispatch the original and courtesy copy to the addressee.
2. Forward the blue copy to Index/Control via Chief, Index, for processing into the Division Source files, or, if the memorandum does not deal with a source or contact, it will be processed into the Message Center Subject File.
3. File the yellow copy in the Division Chrono file.

E. When it is necessary to hand carry outgoing memoranda, the responsible individuals must notify the Message Center so that proper recording may be accomplished. Also, the blue and yellow copies of these memoranda should be given to the Message Center at that time.

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3.

P. Personal and sensitive memoranda will be handled in accordance with Section 9/4/1 of the Contact Division Manual.

X1. Handling teletypes

A. Teletypes are automatically received in one original and four copies by the teletype unit. Routine messages will be handled as follows:

1. Carbon copies three and four will be removed by the Teletype Unit and held for further processing. The original and carbon copies one and two will be appropriately routed. Messages responsive to a case will be sent to Index/Control where case folders will be attached and routed.

2. The Headquarters Branch or Staff will consider carbon copy one to be the 'action copy'. When a case is involved it is the case officer's responsibility to insure that the action copy is filed in the case folder. If no case is involved it may be retained or destroyed by the Branch or Staff. Carbon copy number two may also be retained or destroyed by the Branch or Staff.

B. The disposition of carbon copies three and four (held by the Teletype Unit) will be:

1. Carbon copy number three will be routed to Index/Control via Chief, Index Branch, for processing into the Division Source Files, or, if the message does not deal with a source or contact, it will be filed in the Message Center Subject File.

2. Carbon copy number four will be placed in the Division Teletype Chrono File by the Teletype Unit.

3. Priority messages will be handled in the same manner as routine messages except the Teletype Unit will immediately call the addressee on receipt. It then becomes the responsibility of the addressee to arrange for prompt pick-up and action.

D. Personal and sensitive messages are handled differently from routine messages in that the addressee will receive all copies except carbon copy number four, which will be retained in the Teletype Unit. The addressee will determine the ultimate disposition of all other copies of these messages.

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IV. Outgoing teletypes from OO/C Headquarters.

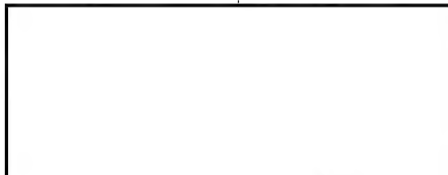
A. Outgoing teletypes will be prepared with one original and one blue copy. The need for additional copies will be determined by the originator.

B. All teletypes dealing with a source or contact must contain (either in the text or directly at the end) the name or "Y" number. This identification will be transmitted as part of each message.

C. The originating Branch or Staff will forward the outgoing message to the Teletype Unit for transmission. The Teletype Unit will process and transmit each message and will return the blue carbon copy (with a machine confirmation copy attached) to the originator. The case folder, if one is involved, will normally be held in the Branch or Staff until the confirmation copies are returned. The blue carbon copy will then be filed in the case folder by the cognizant Branch or Staff. The machine copy may be retained or destroyed by the Branch or Staff.

D. The Teletype Unit will continue to maintain its file of outgoing messages and will forward a copy of each message to Index/Control via Chief, Index, for processing into the Division Source Index, or, if the message does not deal with a source or contact, it will be processed into the Message Center Subject File.

E. Personal and sensitive messages will be prepared as in Step IV. A. (above). The Teletype Unit will retain a record copy and return three machine copies to the originator. All other copies will be destroyed. The originator is then responsible for determining the ultimate disposition of the copies returned to him.



Vtando:amu

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*BEST COPY*

*AVAILABLE*